

11. Covid-safe Collecting Children Policy and Procedures

Created 22 March 2020

This policy aims to ensure that:

- we comply with legislative requirements
- meet Best Practice standards
- follow COVID-19 hygiene and safety measures

This policy applies to all artKids Canberra teachers, assistants, students and parents.

Physical distancing - Adults

The AHHPAC advises adults to continue to undertake physical distancing when interacting with other adults as the greatest risk of transmission is between adults.

Physical Distancing measures will be taken at artKids venues in relation to all adult interactions. This includes:

- staff interacting with each other
- staff interacting with parents/carers of children
- parents/carers interacting with other parents/carers

All adults will need to maintain a 'venue density rule' of no more than 1 person per 4 square meters and maintain 1.5m between each adult. Physical distancing measures will also take place when parents/careers are collecting children from artKids.

Pack up and Collection of Children from artKids

Children will need to leave the indoor classroom area with the second teacher and proceed to a designated outdoor area for parent/carer pick up.

Pack up time will need to happen no later than 15 minutes before the end of class. Children will need to be outside at approximately 4.50pm with their bag ready to go home.

If parents/carers need to collect their child/ren early, they will need to contact the class teacher and arrange an alternative time to be collected outside.

Second Teacher Responsibilities

Parents/carers are not required to sign their child/ren out. It is the responsibility of the second teacher to sign each student out.

The second teacher must greet and acknowledge each parent/carer before each child is signed out. The second teacher will need to inform a parent/carer that their child/ren has been signed out.

Parents/carers will need to approach the sign out station while maintaining a 1.5 metre distance between each adult to complete sign out requirements.

Please note: it is not enough to just site a parent/carer on collection as we must acknowledge that each child has been collected safely by a parent/carer.

Children must be supervised at all times during outside collection times.

Parent/Carer responsibilities

In order to complete sign out requirements, parents/carers will need to:

- approach the sign out station while maintaining a 1.5 metre distance between each adult
- greet and acknowledge the sign out teacher who will inform them that their child/ren has been signed out.

First Teacher responsibilities

It is the responsibility of the first teacher to confirm that all children have been signed out properly. If a second teacher is not available then it the first teacher must complete all sign out duties. Appropriate cleaning procedures will need to wait until all students are signed out.

Collecting Children - Site Specific to Ensure Social Distancing between Adults

North Canberra Baptist Hall, Turner

Please enter the hall through the main blue hall doors. The teacher will call your child over, sign them out and then direct you to the back of the hall where there is an exit door to the left. This brings you back down the outside of the hall to the front again. It is important that you do not take your child from the premises without the teacher sighting and acknowledging you before signing them out.

Majura Scout Hall, Majura

Please wait outside the Majura Scout hall. The teachers will bring the children to the verandah area, greet parents and sign children out. It is important that you do not take your child from the premises without the teacher sighting and acknowledging you before signing them out.

North Ainslie Primary School

In line with school Covid-safe procedures, please wait outside the school gates on Sherbrooke Street. The teachers will bring the children to the gate, greet and acknowledge parents and sign children out. It is important that you do not take your child from the premises without the teacher sighting and acknowledging you before signing them out.

Hughes Baptist Hall

Please wait outside the rear of Hughes Baptist hall. The teachers will bring the children outside to the covered area, greet parents and sign children out. It is important that you do not take your child from the premises without the teacher sighting and acknowledging you before signing them out.

Miles Franklin Primary School

In line with school Covid-safe procedures, please wait outside the main school doors. The teachers will bring the children to this area, greet parents and sign children out. It is important that you do not take your child from the premises without the teacher sighting and acknowledging you before signing them out.

Harrison School

In line with school Covid-safe procedures, please wait outside the school gates on Sherbrooke Street. The teachers will bring the children to the gate, greet parents and sign children out. It is important that you do not take your child from the premises without the teacher sighting and acknowledging you before signing them out.

Brindabella Christian College

In line with school Covid-safe procedures, please wait in the school car park outside the gate. The teachers will bring the children to the gate, greet parents and sign children out. It is important that you do not take your child from the premises without the teacher sighting and acknowledging you before signing them out.

Rosary Primary School Watson

In line with school Covid-safe procedures, please wait outside the school gates near the multi-purpose room. The teachers will bring the children to the gate, greet parents and sign children out. It is important that you do not take your child from the premises without the teacher sighting and acknowledging you before signing them out.